



BUSINESS LICENSES
1924 COUNCIL STREET
PO BOX 326
FOREST GROVE, OR 97116-0326
(503) 992-3269
WWW.FORESTGROVE-OR.GOV

APPLICATION FOR CITY BUSINESS LICENSE

☐ This is an amended application

Business Name (if different than Property Owner at right):		Property Owner:	
Rental Street Address(es) – please list all:		Owner's Address (if different than Landlord Mailing Address):	
Landlord Mailing Address:		Owner's Home Telephone:	
Business Telephone:		Describe nature and type of business at this location: Rental Property	
Email (license cannot be emailed):			
Rental Building Square Footage (optional):	Property Owner or Management Company (if not owner):		Phone:
# of FTE working in Forest Grove (includes owners):		Fee owed (from fee calculation worksheet attached):	

Emergency Contacts:

Primary emergency contact:	Phone: (Day and night)	Relationship to business/owner:
Secondary emergency contact:	Phone: (Day and night)	Relationship to business/owner:

Is this a home business? ☐ Yes ☐ No

Is this a mobile business? ☐ Yes ☐ No

* Contact the Community Development Dept. to be sure your home business complies with all relevant city codes.

Type of Business:

- ☐ Corporation ☐ Limited Liability Partnership (LLP) ☐ Non-Profit
☐ Limited Liability Company (LLC) ☐ Partnership ☐ Sole Proprietor/Individual

Business Category:

- | | |
|---|--|
| <input type="checkbox"/> Accommodations/Food & Beverage | <input type="checkbox"/> Health Care & Social Services |
| <input type="checkbox"/> Adult/Child Care | <input type="checkbox"/> Information Services |
| <input type="checkbox"/> Agriculture/Forestry/Mining | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Antiques/2nd-Hand Goods (Dealer's Permit App) | <input type="checkbox"/> Professional/Scientific/Technical Services |
| <input type="checkbox"/> Arts/Entertainment/Recreation | <input type="checkbox"/> Real Estate Services |
| <input type="checkbox"/> Commercial Services | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Security Services (<i>Attach DPSST certificate</i>) |
| – CCB #/exp date _____ (attach copy) | <input type="checkbox"/> Transport/Warehousing |
| – Metro #/exp date _____ (attach copy) | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Educational Services | <input type="checkbox"/> Wholesale/Trade |
| <input type="checkbox"/> Financial & Insurance Services | <input type="checkbox"/> Other: Describe: _____ |

ALL REMODLING REQUIRES A BUILDING PERMIT

- ✓ A fire inspection may be required before occupying the building or opening for business. Please contact the Fire Marshall's office, located at 1919 Ash Street, at (503) 992-3176 for questions or to arrange for an appointment.
- ✓ All new businesses should contact the Community Development Department, located in City Hall at 1924 Council Street, for zoning compliance.
- ✓ A fee is required. See separate fee calculation worksheet. The City requires a business license and fee in order to raise revenue. Issuance of a business license does not excuse a business from compliance with applicable federal, state and municipal laws, including regulations of the City. The undersigned declares, under penalty of law, that the information in this application is true. A copy of this application may be disclosed to requestors under Oregon's Public Records Law.

Signature of Authorized Representative

Print Name

Date



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Business Name _____

BUSINESS LICENSE FEE CALCULATION

Application Fees:

New Business License Application Fee:	\$25.00	\$ 25.00
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PLUS:		+
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ANNUAL/RENEWAL (BASED ON NUMBER OF FTES – see definition below) *

Businesses with 0 to 2.5 full-time equivalents	\$35.00
Businesses with 3 to 4.5 full-time equivalents	\$50.00
Businesses with 5 to 10.5 full-time equivalents	\$75.00
Businesses with 11 to 50.5 full-time equivalents	\$100.00
Businesses with 51 or more full-time equivalents + \$1 per FTE over 50 <i>Capped at \$250.00 annually</i>	\$100.00

Total number of FTES

_____ \$ _____

Full Time Equivalent (FTE) definition:

- An employee working thirty-two (32) or more hours per week throughout the year shall be considered full-time and shall count as one (1) FTE.
- An employee working less than thirty-two (32) hours per week or who is a temporary or seasonal employee shall be counted as one-half (0.50) of an FTE.
- **FTE includes landlords, which count as one (1) FTE.**

EQUALS:	=
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TOTAL AMOUNT DUE:	\$
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Minimum amount due for new license \$60.00

* Payment must be cash, check, or money order only.
